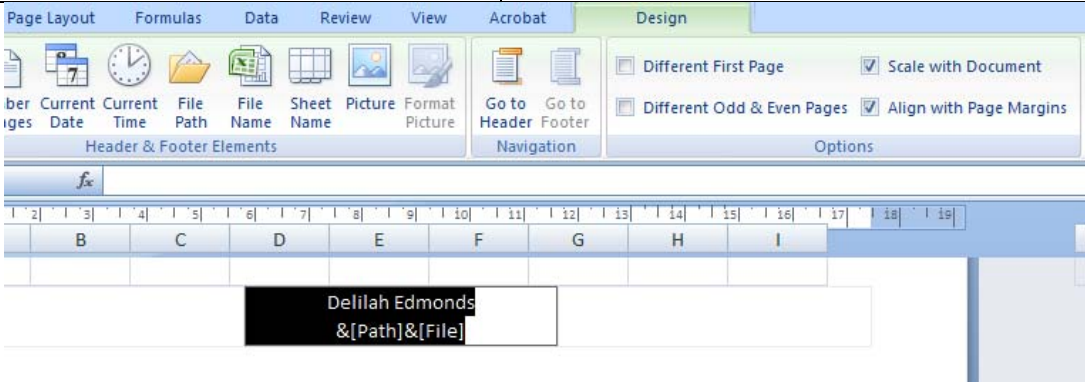
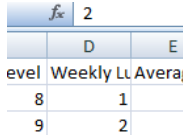
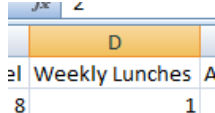
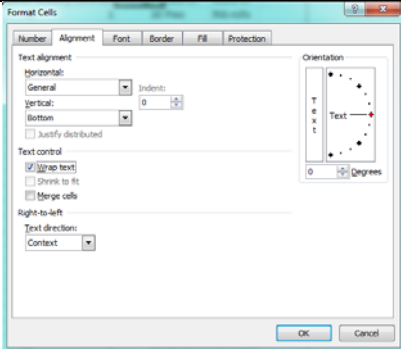
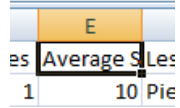
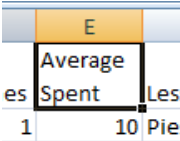
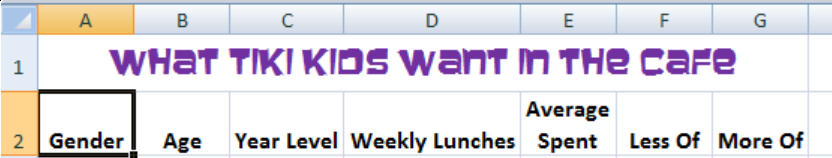


Microsoft Excel 2007 Basic Features:

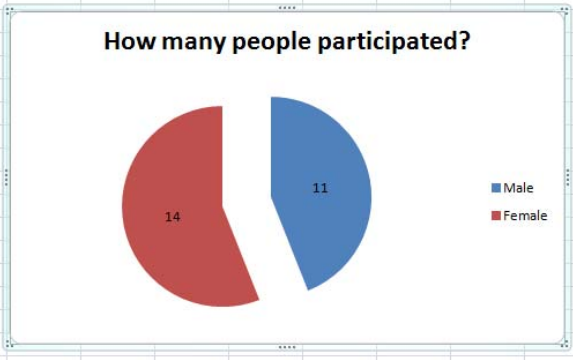
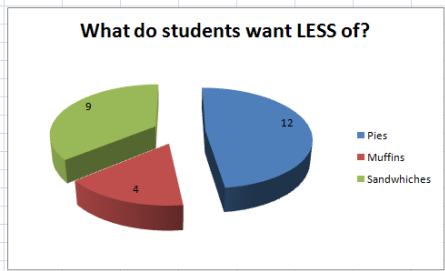
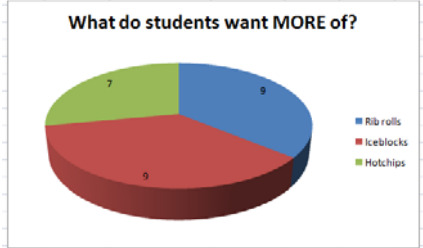
- Download from the wiki, the spreadsheet called *Tiki Cafe.xlsx* and save it onto your H drive to complete this tutorial.
- Open Tiki Cafe.xlsx (note the file type for a spreadsheet is .xlsx)

1.	Inserting a Header and Footer: <ul style="list-style-type: none"> • This is the very top and bottom of your page(s) margins and should hold information that will print out on every page. • Add the page number to the header; your name to the footer; the file path (e.g. where you have saved your file) to the footer as well; 	a) Click the Insert tab \ Header and Footer \ Page Number – <i>this should auto insert a page number.</i> b) Click on Go to Footer under Navigation which takes you to the bottom of the page. c) Type your name and hit enter. d) Click on Filepath under Header and Footer Elements. Use the file path to show where your document has been saved, and its name. e) Click anywhere off the footer to return to your normal view.
		
2.	Viewing the data: <ul style="list-style-type: none"> • In spreadsheets everything works on a GRID. Remember columns go down e.g. the letters A, B, C etc; Rows go across e.g. the numbers down the page; • Where these two intersect, i.e. across and down is called a CELL e.g. B2 is a cell with the value 11 • Sometimes the text you type is too long for the cell. Practice the following to help you view the data properly. 	a) Move your mouse up so the cursor (arrow of the mouse) sits between columns D and E. <i>The cursor should change to a two headed arrow.</i> b) Double click. This should auto grow the cell size to the length of your longest text e.g. <i>Weekly Lunch</i> . You should now see the whole text so it isn't cut off. <div style="text-align: center;"> BEFORE:  AFTER:  </div> c) Sometimes you might want headings to go onto two separate lines. Right click in Cell E1 go to Format Cell. d) Click on Alignment \ Tick Text Wrap and click OK.

		 <p>BEFORE:</p>  <p>AFTER:</p> 
3.	<p>Insert Rows/Columns:</p> <ul style="list-style-type: none"> You might think of something you need to add, e.g. you are going to add a heading to this spreadsheet. The process for adding a row or column is the same. 	<ol style="list-style-type: none"> Click on 1 for Row 1 to select the entire row. Right click on 1 and choose Insert <i>this adds a blank row above the subheadings.</i> Type – What Tiki kids want in the cafe. Select from cell A1 to G1 and click on Merge and Center under Alignment. <i>This centers the heading text across all your data.</i> Using the Font settings, change the type of font; its size to be larger; its colour to stand out more. Change the Subheadings now in Row 2 as well so they stand out from “normal” text. It should not be brighter or bigger than your main heading. <i>NOTE if you increased the sub heading sizes, use the auto resize mouse option you learnt earlier (double click between the column headings)</i>
		
4.	<p>Number Format:</p> <ul style="list-style-type: none"> Because spreadsheets are used to do calculations, you need a way to tell Excel if the data is number e.g. age; general e.g. telephone number; or currency e.g. money; percentage; date e.g. date of birth. Format the cells in your spreadsheet correctly. 	<ol style="list-style-type: none"> Select an entire Column by clicking on the letter at the top e.g. highlight Column E by clicking on E. Click on Home tab and under Number, click on the General drop down and choose Currency. <p>BEFORE:</p>

		<div data-bbox="1021 190 1173 683"> </div> <p>AFTER:</p> <div data-bbox="1021 761 1173 1120"> </div> <p>c) By default it will put two decimal places because it's money.</p>
5.	<p>Functions vs Formulas:</p> <ul style="list-style-type: none"> Remember spreadsheets are all about calculations and numbers. To make our lives easier we have the ability to put in formulas and functions to do all the hard work for us. You are going to see that a formula for totalling amounts is much longer than just using a sum function to do the same thing e.g. <i>SUM(cell1:cell20) where cell 1 is the start of your calculation and cell 20 is the end.</i> For your assessment you need to be able to use the SUM() and COUNTIF() functions. Use SUM() when you want to add totals. Use COUNTIF() when you want to count the number of times something happens in your spreadsheet e.g. <i>counts how many Hot chips there are.</i> 	<p>a) First you are going to total a column manually:</p> <ol style="list-style-type: none"> At the bottom of your spreadsheet in cell E28, type: <code>=E3+E4+E5</code> Hit enter. This totals the amounts inside cell E3 all the way down to E5. You should have the total \$40.00 <p>b) Next you are going to total another column, but using the SUM() function. You will see how much quicker this option is:</p> <ul style="list-style-type: none"> Click into Cell E29 and type: <code>=SUM(E6:E27)</code> Hit enter. This totals the amounts inside cell E6 all the way down to E27. You should have the total \$370.00 <p>c) Finally you are going to count up how popular each food type is i.e. <i>what is the most popular food kids want in the cafe? And what is the least popular food?</i></p> <ul style="list-style-type: none"> In cell A29 type the Label – Male In cell A30 type the Label – Female In cell B29 type <code>=COUNTIF(A3:A27,"M")</code> hit enter <p><i>This should count up the number of times M occurs between cells A3 and A27. Count them yourself and make sure you get the same quantity e.g. 11. So 11 males answered this survey.</i></p> <ul style="list-style-type: none"> In cell B30 type <code>=COUNTIF(A3:A27,"F")</code> This does the same quantity count, across the same cells, but looking for F this time, e.g. Females. There should be 14.

		<ul style="list-style-type: none">REPEAT this process by adding up column F i.e. <i>how many want less sandwiches?</i><ul style="list-style-type: none">In cell C29 type the Label – PiesIn cell C30 type the Label – MuffinsIn cell C31 type the Label – SandwichesIn cell D29 type =COUNTIF(A3:A27,"Pies") hit enterIn cell D29 type =COUNTIF(A3:A27,"Muffins") hit enterIn cell D29 type =COUNTIF(A3:A27,"Sandwiches") hit enter<p><i>You should now have the total number of people who want to see more pies vs muffins vs sandwiches. You MUST spell the " " contents exactly how it is spelt in the spreadsheet e.g. sandwiches is spelt wrong in your Tiki Café.xlsx so you have to spell it this way inside the " ". If it's not working, see Miss.</i></p>REPEAT this process by adding up column G i.e. <i>how many want more rib rolls?</i><ul style="list-style-type: none">Type your labels into column F29 down.Type your COUNTIF's into column G29 down.See screenshot below.<p><i>NOTE: It does not matter where you type up your labels and COUNTIF's so long as you can screenshot them as evidence later AND can create your graph's.</i></p>																																																																																																																																																																																																																																																								
	<table><tr><th></th><th>A</th><th>B</th><th>C</th><th>D</th><th>E</th><th>F</th><th>G</th></tr><tr><td>3</td><td>F</td><td>11</td><td>8</td><td>1</td><td>\$10.00</td><td>Pies</td><td>Rib rolls</td></tr><tr><td>4</td><td>M</td><td>13</td><td>9</td><td>2</td><td>\$15.00</td><td>Muffins</td><td>Ice blocks</td></tr><tr><td>5</td><td>M</td><td>14</td><td>10</td><td>2</td><td>\$15.00</td><td>Sandwich</td><td>Hot chips</td></tr><tr><td>6</td><td>M</td><td>15</td><td>11</td><td>2</td><td>\$15.00</td><td>Sandwich</td><td>Hot chips</td></tr><tr><td>7</td><td>F</td><td>15</td><td>11</td><td>1</td><td>\$10.00</td><td>Pies</td><td>Ice blocks</td></tr><tr><td>8</td><td>M</td><td>15</td><td>11</td><td>5</td><td>\$40.00</td><td>Pies</td><td>Ice blocks</td></tr><tr><td>9</td><td>F</td><td>16</td><td>12</td><td>2</td><td>\$15.00</td><td>Pies</td><td>Hot chips</td></tr><tr><td>10</td><td>F</td><td>16</td><td>12</td><td>2</td><td>\$15.00</td><td>Pies</td><td>Rib rolls</td></tr><tr><td>11</td><td>F</td><td>12</td><td>9</td><td>2</td><td>\$15.00</td><td>Pies</td><td>Rib rolls</td></tr><tr><td>12</td><td>F</td><td>11</td><td>8</td><td>2</td><td>\$15.00</td><td>Muffins</td><td>Rib rolls</td></tr><tr><td>13</td><td>M</td><td>11</td><td>8</td><td>2</td><td>\$15.00</td><td>Sandwich</td><td>Rib rolls</td></tr><tr><td>14</td><td>F</td><td>14</td><td>10</td><td>2</td><td>\$15.00</td><td>Sandwich</td><td>Rib rolls</td></tr><tr><td>15</td><td>M</td><td>15</td><td>11</td><td>1</td><td>\$10.00</td><td>Muffins</td><td>Ice blocks</td></tr><tr><td>16</td><td>F</td><td>17</td><td>13</td><td>1</td><td>\$10.00</td><td>Sandwich</td><td>Hot chips</td></tr><tr><td>17</td><td>M</td><td>17</td><td>13</td><td>1</td><td>\$10.00</td><td>Sandwich</td><td>Hot chips</td></tr><tr><td>18</td><td>M</td><td>14</td><td>10</td><td>1</td><td>\$10.00</td><td>Pies</td><td>Rib rolls</td></tr><tr><td>19</td><td>M</td><td>11</td><td>8</td><td>1</td><td>\$10.00</td><td>Pies</td><td>Ice blocks</td></tr><tr><td>20</td><td>M</td><td>12</td><td>9</td><td>5</td><td>\$40.00</td><td>Pies</td><td>Hot chips</td></tr><tr><td>21</td><td>F</td><td>12</td><td>9</td><td>4</td><td>\$30.00</td><td>Pies</td><td>Hot chips</td></tr><tr><td>22</td><td>F</td><td>12</td><td>9</td><td>3</td><td>\$20.00</td><td>Sandwich</td><td>Ice blocks</td></tr><tr><td>23</td><td>F</td><td>14</td><td>10</td><td>3</td><td>\$20.00</td><td>Muffins</td><td>Rib rolls</td></tr><tr><td>24</td><td>F</td><td>15</td><td>11</td><td>3</td><td>\$20.00</td><td>Sandwich</td><td>Rib rolls</td></tr><tr><td>25</td><td>F</td><td>16</td><td>12</td><td>2</td><td>\$15.00</td><td>Sandwich</td><td>Ice blocks</td></tr><tr><td>26</td><td>F</td><td>16</td><td>12</td><td>1</td><td>\$10.00</td><td>Pies</td><td>Hot chips</td></tr><tr><td>27</td><td>M</td><td>11</td><td>8</td><td>1</td><td>\$10.00</td><td>Pies</td><td>Hot chips</td></tr><tr><td>28</td><td></td><td></td><td></td><td></td><td>\$40.00</td><td></td><td></td></tr><tr><td>29</td><td>Male</td><td>11</td><td>Pies</td><td>12</td><td>\$370.00</td><td>Rib rolls</td><td>9</td></tr><tr><td>30</td><td>Female</td><td>14</td><td>Muffins</td><td>4</td><td></td><td>Ice blocks</td><td>9</td></tr><tr><td>31</td><td></td><td></td><td>Sandwich</td><td>9</td><td></td><td>Hot chips</td><td>7</td></tr><tr><td>32</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		A	B	C	D	E	F	G	3	F	11	8	1	\$10.00	Pies	Rib rolls	4	M	13	9	2	\$15.00	Muffins	Ice blocks	5	M	14	10	2	\$15.00	Sandwich	Hot chips	6	M	15	11	2	\$15.00	Sandwich	Hot chips	7	F	15	11	1	\$10.00	Pies	Ice blocks	8	M	15	11	5	\$40.00	Pies	Ice blocks	9	F	16	12	2	\$15.00	Pies	Hot chips	10	F	16	12	2	\$15.00	Pies	Rib rolls	11	F	12	9	2	\$15.00	Pies	Rib rolls	12	F	11	8	2	\$15.00	Muffins	Rib rolls	13	M	11	8	2	\$15.00	Sandwich	Rib rolls	14	F	14	10	2	\$15.00	Sandwich	Rib rolls	15	M	15	11	1	\$10.00	Muffins	Ice blocks	16	F	17	13	1	\$10.00	Sandwich	Hot chips	17	M	17	13	1	\$10.00	Sandwich	Hot chips	18	M	14	10	1	\$10.00	Pies	Rib rolls	19	M	11	8	1	\$10.00	Pies	Ice blocks	20	M	12	9	5	\$40.00	Pies	Hot chips	21	F	12	9	4	\$30.00	Pies	Hot chips	22	F	12	9	3	\$20.00	Sandwich	Ice blocks	23	F	14	10	3	\$20.00	Muffins	Rib rolls	24	F	15	11	3	\$20.00	Sandwich	Rib rolls	25	F	16	12	2	\$15.00	Sandwich	Ice blocks	26	F	16	12	1	\$10.00	Pies	Hot chips	27	M	11	8	1	\$10.00	Pies	Hot chips	28					\$40.00			29	Male	11	Pies	12	\$370.00	Rib rolls	9	30	Female	14	Muffins	4		Ice blocks	9	31			Sandwich	9		Hot chips	7	32								
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6.	<p>Creating Graphs:</p> <ul style="list-style-type: none">The great thing about spreadsheets is you can create visual summaries of all the data/calculations.You need to be able to create visual summaries of your survey for your assessment.	<ol style="list-style-type: none">Select from cell A29 down to B30 i.e. <i>so you have selected how many male and females responded to your survey.</i>Click on Insert \ Pie \ 2D – Exploded Pie <i>this will insert a pie chart into your spreadsheet. Move it so you can still see the text behind it.</i>Right click on the pie and choose Add Data Labels – <i>this should now label the pie pieces with the quantities/totals of each label e.g. Males vs Females</i>In the Layout tab, click on Chart Title \ Above Chart. Click into Chart Title and type a heading for this graph – <i>Ask a question for your title, e.g. How many people participated?</i>																																																																																																																																																																																																																																																								

		<div><p>How many people participated?</p><table border="1"><thead><tr><th>Gender</th><th>Count</th></tr></thead><tbody><tr><td>Male</td><td>11</td></tr><tr><td>Female</td><td>14</td></tr></tbody></table></div>	Gender	Count	Male	11	Female	14										
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7.	<div><p>e) Repeat the above steps but this time for the Less Of data table:</p><ul style="list-style-type: none">• Select from cell C29 to D31• Click on Insert \ Pie \ 3D- Exploded• Add data labels and title as a question<div><p>What do students want LESS of?</p><table border="1"><thead><tr><th>Food Item</th><th>Count</th></tr></thead><tbody><tr><td>Pies</td><td>12</td></tr><tr><td>Muffins</td><td>4</td></tr><tr><td>Sandwiches</td><td>9</td></tr></tbody></table></div><p>f) Repeat the above steps but this time create a Pie Chart for the More of data table:</p><ul style="list-style-type: none">• Select from cell F29 to G31• Click on Insert \ Pie \ 3D• Add data labels and title as a question<div><p>What do students want MORE of?</p><table border="1"><thead><tr><th>Food Item</th><th>Count</th></tr></thead><tbody><tr><td>Rib rolls</td><td>9</td></tr><tr><td>Iceblocks</td><td>9</td></tr><tr><td>Hotchips</td><td>7</td></tr></tbody></table></div></div>	Food Item	Count	Pies	12	Muffins	4	Sandwiches	9	Food Item	Count	Rib rolls	9	Iceblocks	9	Hotchips	7	
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